Air Education and Training Command

Sustaining the Combat Capability of America's Air Force

Occupational Survey Report
AFSC 3S0X1
Personnel

Christine (Chris) Garcia
6 Oct 03

Integrity - Service - Excellence

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https://www-r.omsq.af.mil/OA/oaproducts.htm

I n t e g r i t y - S e r v i c e - E x c e l l e n c e

Overview

- Survey background

- Survey results

- Implications and way ahead

Executive Summary

- Heterogeneous job structure with 5 clusters and 11 independent jobs identified

- Good career ladder progression

- Technical tasks are performed throughout all skill levels yet diminish as one attains higher skill level

- Career ladder documents well-supported by survey data

- Job satisfaction indicators are good

Work Performed

- Performs, supervises, manages, and directs personnel activities and functions
- Interviews and classifies airmen and officers
- Advises on career progress
- Updates military personnel data systems (PDS) records
- Assists military personnel in making career decisions and advises on benefit programs
- Manages Air Force retention programs
- Ensures compliance with personnel policies, directives, and procedures

Current Training Program

- AFSC-awarding course

  – 335 TRS, Keesler AFB MS

  – E3ABR3S031 005, Personnel Apprentice Course, 5 weeks, 4 days
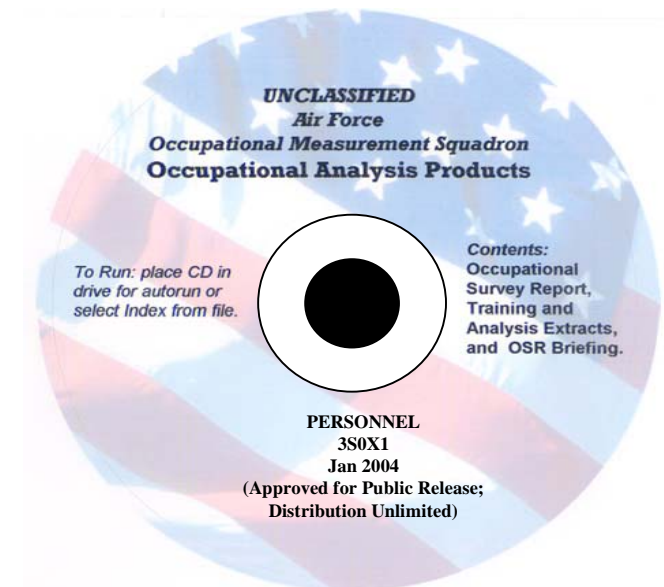
  – 9 semester hours for CCAF

Survey Background

- Last Occupational Survey Report (OSR):

   March 2000

- Current survey developed: May – August 2003
  - Keesler AFB MS
  - Langley AFB VA
  - Randolph AFB TX
  - Selfridge ARB MI
  - Robins AFB GA
  - Hurlburt Field FL
  - Eglin AFB FL

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Contents:
Occupational Survey Report, Training and Analysis Extracts, and OSR Briefing.

PERSONNEL
3S0X1
Jan 2004
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Survey Background

- Survey initiated to obtain data to:
  - Evaluate current classification and training documents
  - Support promotion test development

- Current survey data collected: Sep 02 - Jan 03

- Components surveyed:
  - Active Duty: 3-, 5-, 7-, 9-, and 00-Skill Levels
  - Guard: 5-, 7-, 9-, and 00-Skill Levels
  - Reserve: 5-, 7-, 9-, and 00-Skill Levels

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Survey Sample Characteristics

	AD	AFRC	ANG	Total
Assigned*	7,593	1,590	2,574	11,757
Mailed Out	6,750	2,370	1,354	10,474
Sample	2,671	521	511	3,703
Usable Returns	40%	22%	38%	35%

- Average time in career field for AD: 8 yrs 6 months
- Average TAFMS for AD: 10 yrs 9 months
- Percent of AD in first enlistment: 19%

* Assigned as of Sep 02

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Skill & Paygrade Characteristics

Skill-Level Distribution

	Assigned*	Sample
3-Level	10%	16%
5-Level	45%	48%
7-Level	38%	30%
9-Level	4%	3%
00-Level	3%	3%

Paygrade Distribution

	Assigned*	Sample
E-1 - E-3	13%	17%
E-4	16%	17%
E-5	25%	24%
E-6	22%	19%
E-7	17%	18%
E-8	4%	3%
E-9	3%	2%

* Assigned as of Sep 02

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Command Representation

Command	Assigned %*	Sample %
AETC	12	13
ACC	12	12
AMC	7	10
USAFE	5	7
PACAF	6	6
AFMC	5	6
AFPC	4	5
AFSPC	4	4
OTHER	10	9
ANG	21	14
AFRC	14	14

* Assigned as of Sep 02

Job Structure

N= 3,703

Pie chart with the following segments:
- NOT GROUPED (12%)
- OTHER (10%)
- READINESS IJ (6%)
- MILITARY PERSONNEL DATA SYSTEMS (MilPDS) CLUSTER (17%)
- PERSONNEL EMPLOYMENT IJ (3%)
- RETIREMENT AND SEPARATION CLUSTER (4%)
- ASSIGNMENT CLUSTER (5%)
- EVALUATION CLUSTER (5%)
- MANAGEMENT AND SUPERVISION IJ (6%)
- COMMANDER'S SUPPORT STAFF (CSS) IJ (21%)
- ANG/AFRC PERSONNEL PROGRAMS CLUSTER (3%)
- CUSTOMER SERVICE IJ (8%)
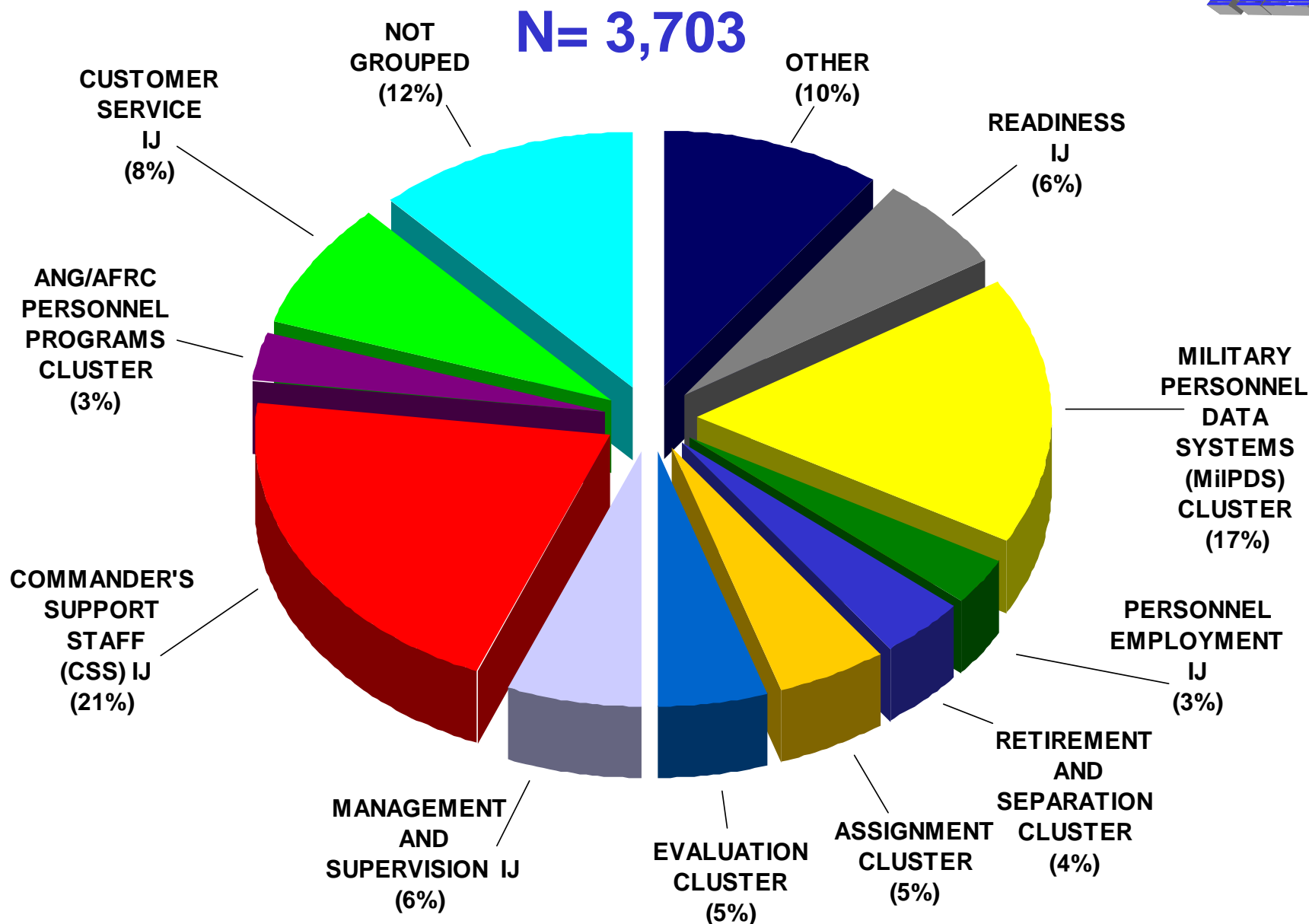
Others includes: Special Programs IJ, Reenlistment Counselor IJ, BIMAA IJ, Entry-Level CSS IJ, Promotion IJ, and AFROTC Detachment IJ

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Military Personnel Data Systems (MilPDS) Cluster (N=646)

- Perform MilPDS system updates
- Perform group or individual inquiries in MilPDS or PC III
- Request single uniform retrieval formats (SURFs) in MilPDS or PC III
- Analyze computer management products, such as data reconciliations or flow of personnel tractions
- Clear overdue data on transaction registers (TRs)
- Export MilPDS data

Military Personnel Data Systems Analyst Job
Systems Management Job
Personnel Support Job
Data Entry Military Personnel Data Systems (MilPDS) Job

17%

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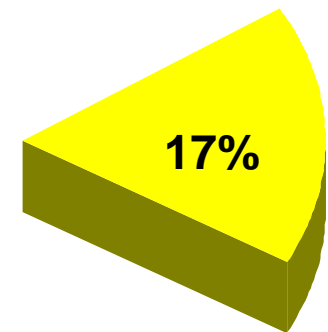
- Complete DD Forms 214 (Certificate of Release or Discharge From Active Duty)
- Prepare or process separation orders
- Prepare or process separation relocation folders
- Conduct retirement counseling or briefings, other than disability retirement briefings
- Complete discharge certificates, other than DD For 214, 214 WS or 215
- Distribute completed separation documents
- Prepare and process applications for retirement

| Retirement and Separation Job |
| ANG Relocation Job |

4%

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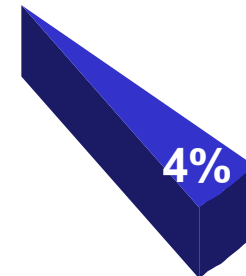
Assignment Cluster (N=202)

- Assign assignment availability codes (AACs)
- Counsel personnel concerning assignment policies
- Request single uniform retrieval formats (SURFs) in MilPDS or PC III
- Prepare or process PCS orders
- Update or delete AACs or ALCs
- Initiate or process AF Forms 965 (Oversea Tour Election Statement)

| |
|---|
| HQ Overseas Assignments Job |
| HQ Airmen Assignments Job |
| Personnel Relocation Job |
| Outbound Assignment Job |

5%
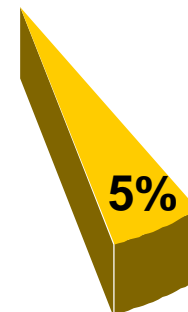
Evaluation Cluster (N=169)

- Review complete OPRs, EPRs, or LOEs
- Initiate follow-up actions on status of late OPRs, EPRs, or LOEs
- Initiate correspondence of OPRs, EPRs, LOEs, or training reports, such as requests for reaccomplished reports
- Return completed OPRs, EPRs, LOEs, or training reports for corrective actions
- Process notices for OPRs, EPRs, LOEs, or training reports
- Review rosters to determine due date for OPRs, EPRs, LOEs, or training reports

| Evaluation Management Job |
| Awards and Decorations Job |

5%
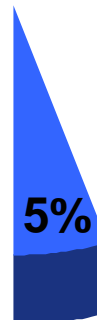
ANG/AFRC Personnel Programs Cluster (N=127)

- Review completed OPRs, EPRs, or LOEs
- Distribute completed OPRs, EPRs, or training reports
- Request single uniform retrieval formats (SURFs) in MilPDS or PC III
- Perform group or individual inquiries in MilPDS or PC III
- Determine promotion eligibility dates

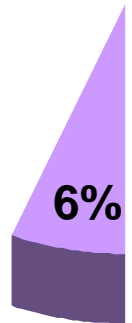| ANG/AFRC Career Enhancement Job |
| --- |
| HQ Evaluation Job |
| ANG/AFRC Customer Support Job |
| ANG/AFRC Career Enhancement NCOIC Job |
| Personnel Support Job |

3%

Independent Jobs

- Management and Supervision IJ (N=244)
  - Determine or establish work assignments or priorities
  - Conduct or prepare for general meetings, such as staff meetings, briefings, conferences, or workshops
  - Counsel subordinates concerning personal matters

  6%

- Commander's Support Staff (CSS) IJ (N=784)
  - Perform inprocressing or outprocessing of unit personnel
  - Process leave requests
  - Distribute reports on individual personnel (RIPs), other than WAPS testing notifications
  - Monitor unit leave programs
  - Maintain personal information files (PIFs)
 - Notify personnel of urinalysis testing

  21%
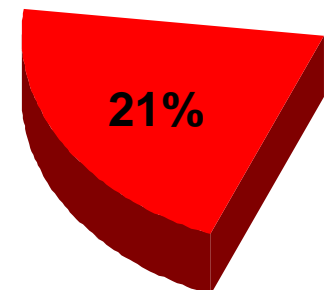
Independent Jobs

- Customer Service IJ (N=302)
  - Destroy ID cards
  - Counsel personnel concerning eligibility for ID cards
  - Update dependent information in MilPDS or DEERS
  - Initiate or process DD Forms 93 (Record of Emergency Data)

  8%

- Readiness IJ (N=217)
  - Prepare contingency exercise deployment (CED) orders for deployments or exercise operation
  - Process outgoing DPT levy packages using STU III (Red Mini) or SIPERNET
  - Coordinate personnel actions with PERSCO Teams
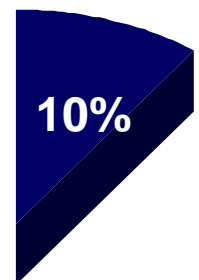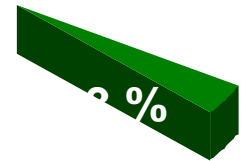 - Perform MANPER-B system backup procedures
  - Perform MANPER-B inventories

  6%
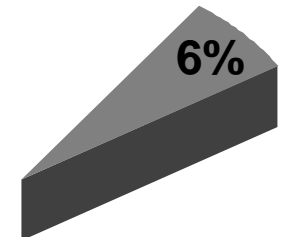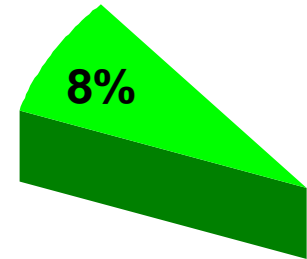
Independent Jobs

- Personnel Employment IJ (N=302)
  - Coordinate retraining applications with appropriate agencies
  - Counsel personnel concerning retraining options or eligibility
  - Clear overdue data on transaction registers (TRs)
  - Monitor AF Forms 2096 (Classification/On-the-Job Training Action)
- Other (N=217)
  - Special Programs IJ
  - Reenlistment Counselor IJ   2%
  - Base Individual Mobilization Augmentee   2%
    Administrator (BIMAA) IJ   1%
  - Entry-level CSS IJ
  - Promotion IJ   2%
  - AFROTC Detachment IJ   2%
                                                                               1%

10%

Career Ladder Progression

- ## 3-, 5-, and 7-skill-level personnel
  - Primarily work in the Military Personnel Data System (MilPDS Cluster, Commander's Support Staff (CSS) IJ, and Customer Service IJ).
  - Spend most of their time on technical tasks
  - However, as skill-level members increases additional supervisory, training, and administrative duties are added

- ## 9- and CEM-level personnel
  - Primarily work in Management and Supervision IJ
  - Continue to perform technical tasks with highest concentration of job time spent in management and supervision duties

3S0X1

Percent Across Specialty Jobs DAFSC

	DAFSC 3S031 (N=421)	DAFSC 3S051 (N=1,565)	DAFSC 3S071 (N=1,439)	DAFSC 3S091 (N=146)	DAFSC 3S000 (N=131)
Special Programs IJ	1	2	2	5	3
Readiness IJ	2	5	8	5	3
Military Personnel Data Systems (MilPDS) Cluster	17	19	18	14	7
Personnel Employment IJ	5	4	3	1	1
Reenlistment Counselor IJ	5	2	2	0	0
Retirement and Separation Cluster	5	4	5	4	3
Assignment Cluster	9	5	5	3	5
Evaluation Cluster	10	5	3	2	2
Management and Supervision IJ	0	1	8	31	57
Base Individual Mobilization Augmentee Administrator (BIMAA) IJ	0	*	1	8	7

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* Indicates less than 1%

Percent Across Specialty Jobs DAFSC (Cont.)

	DAFSC 3S031 (N=421)	DAFSC 3S051 (N=1,565)	DAFSC 3S071 (N=1,439)	DAFSC 3S091 (N=146)	DAFSC 3S000 (N=131)
Entry-level Commander's Support Staff (CSS) IJ	6	3	*	0	0
Commander's Support Staff (CSS) IJ	15	30	16	3	0
ANG/AFRC Personnel Programs Cluster	0	1	6	11	7
Promotion IJ	3	2	3	2	0
Customer Service IJ	13	9	8	2	0
Air Force Reserve Officer Training Corps (AFROTC) Detachment IJ	0	1	1	0	0
Not Grouped	9	7	11	9	5

* Indicates less than 1%

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Career Ladder Progression Percent Time Spent on Duties

		DAFSC 3S031 (N=421)	DAFSC 3S051 (N=1,565)	DAFSC 3S071 (N=1,439)	DAFSC 3S091 (N=146)	DAFSC 3S000 (N=131)
A	GENERAL PERSONNEL	30	30	30	28	22
B	HIGHER HEADQUARTERS	1	2	2	3	3
C	PERSONNEL RELOCATIONS	14	9	9	7	7
D	PERSONNEL EMPLOYMENT	7	6	5	3	4
E	CAREER ENHANCEMENT	15	13	12	10	7
F	CUSTOMER SERVICE	13	9	8	5	5
G	PERSONNEL READINESS	2	3	5	5	4
H	PERSCO	*	1	2	2	1
I	COMMANDER'S SUPPORT STAFF (CSS)	15	18	11	5	3
J	RESERVE PERSONNEL	1	2	4	7	5
K	AFROTC DETACHMENT PERSONNEL	*	1	2	*	*
L	GENERAL SUPPLY AND EQUIPMENT	*	*	1	1	1
M	TRAINING	*	1	2	3	3
N	MANAGEMENT AND SUPERVISION	*	3	8	21	33

* Indicates less than 1%

Note: Columns may not add up to 100% due to rounding

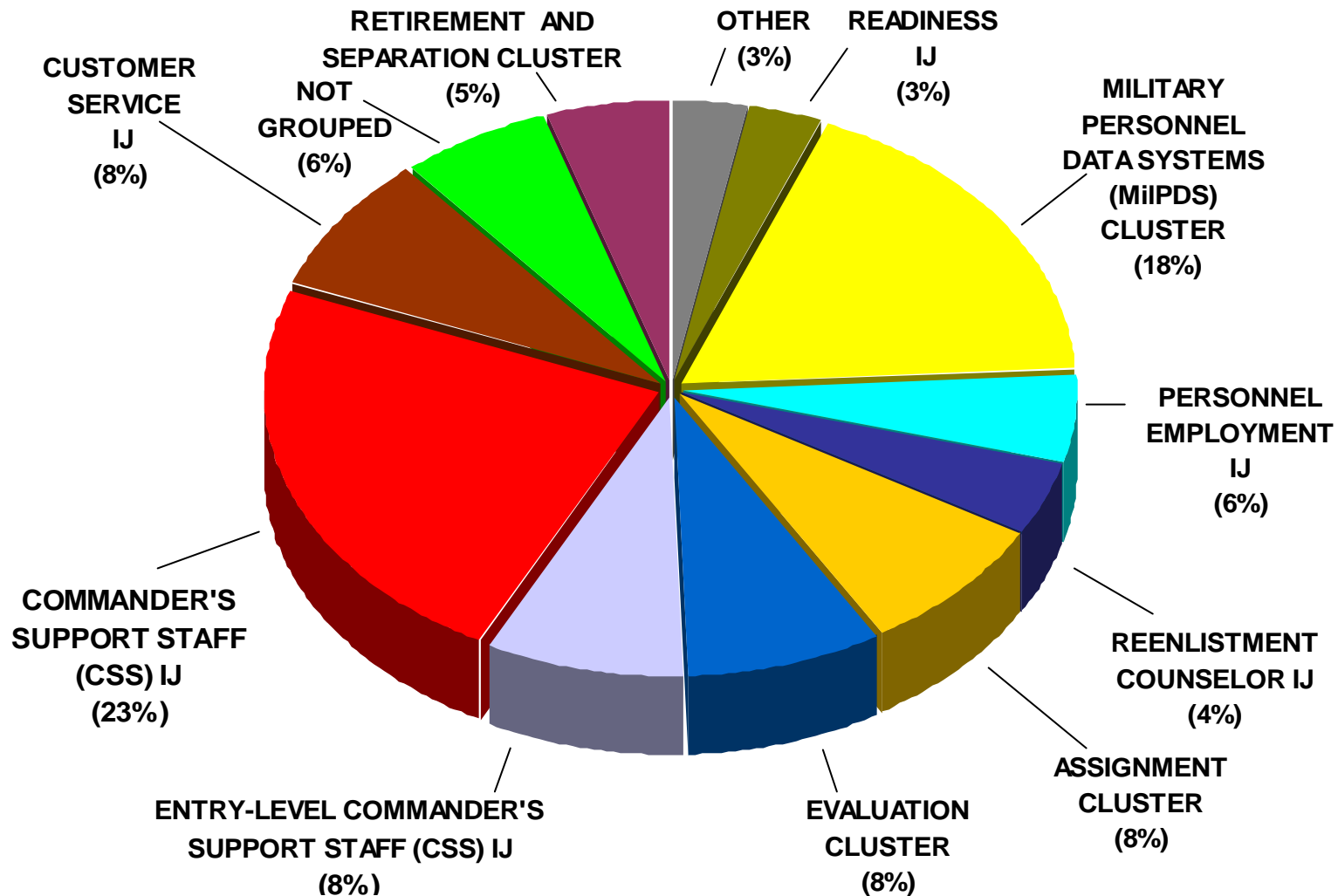3S0X1

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First-Enlistment Job Structure

N= 710

RETIREMENT AND SEPARATION CLUSTER (5%)

CUSTOMER SERVICE IJ (8%)

NOT GROUPED (6%)

OTHER (3%)

READINESS IJ (3%)

MILITARY PERSONNEL DATA SYSTEMS (MilPDS) CLUSTER (18%)

PERSONNEL EMPLOYMENT IJ (6%)

REENLISTMENT COUNSELOR IJ (4%)

ASSIGNMENT CLUSTER (8%)

EVALUATION CLUSTER (8%)

ENTRY-LEVEL COMMANDER'S SUPPORT STAFF (CSS) IJ (8%)

COMMANDER'S SUPPORT STAFF (CSS) IJ (23%)

Other indicates: Special Programs IJ (1%) and Promotion IJ (1%)

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First-Enlistment Personnel Representative Tasks

Tasks	Percent Members Performing (N=710)
Perform MilPDS system updates	50
Perform group or individual inquiries in MilPDS or PC III	50
Clear overdue data on transaction registers (TRs)	48
Initiate electronic mail (e-mail)	46
Distribute reports on individual personnel (RIPs), other than Weighted Airman Promotion System (WAPS) testing notifications	46
Request single uniform retrieval formats (SURFs) in MilPDS or PC III	46
Maintain copies of listings, such as TRs or strength reports	33
Process requests for BAS	28
Destroy classified materials or documents	27

Specialty Training Standard (STS) Analysis

- STS is well supported by survey data
  - Out of 219 matched STS line items, only 6 were unsupported
  - These unsupported items primarily deal with generic specialty tasks
  - Many of the STS matched tasks had low percentages of members performing

- Only one technical tasks performed by 20% or more of members was not referenced to STS

Examples

Unit	Learning Objective	Prof Code	Percent Members Performing 1st Job	1st Enl	Tng Emp*	Tsk Dif**	ATI***
1.2.2.6.	Office Equipment – operate personal computer software world wide-web	2b					
Task	F0615. Assist personnel with accessing personnel-related web pages		3	4	2.16	4.67	7
1.3.6.4.	Administrative communication management – prepare briefings aircraft	2b					
Task	N1173. Conduct or prepare for general meetings, such as staff meetings, briefings, conferences, or workshops		3	3	.53	5.85	2
1.6.5.2.1.	Fundamentals – codes	A					
Task	A0013 Determine data compatibility, such as assignment availability dates, reenlistment codes, or weight and body fat management (WBFM) codes		27	22	4.78	4.22	11

* Mean TE Rating is 2.98, Standard Deviation is 1.16 (HIGH TE= 2.98)
** Mean TD Rating is 5.00, Standard Deviation is 1.00 (HIGH TD= 6.00)
*** ATI = Automated Training Indicator is training decision value for resident training (18 = high; 1 = low)

3S0X1

Job Satisfaction Indicators
(AFSC 3S0X1 vs. Comparative Sample)

	1-48 Months		49-96 Months		97+ Months	
	2003 3S0X1 (N=2,671)	Comp Sample* (N=5,022)	2003 3S0X1 (N=475)	Comp Sample* (N=1,852)	2003 3S0X1 (N=1,483)	Comp Sample* (N=5,082)
Job interesting	**56**	52	60	61	74	**75**
Talents well utilized	**80**	65	**81**	72	**87**	82
Training well utilized	**86**	75	**88**	74	**85**	77
Sense of accomplishment	66	**70**	**68**	58	**75**	71
Plan to reenlist	**61**	44	**69**	58	56	**62**

* Comparative sample of AFSCs surveyed in the last 24 months includes: Radio Communication Systems (AFSC 3C1X1), Visual Information (AFSC 3V0X1) and Visual Information Production - Documentation (AFSC 3V0X3)

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Job Satisfaction Indicators
(Current vs. Previous Study)

	1-48 Months		49-96 Months		97+ Months	
	2003 (N=710)	2000 (N=483)	2003 (N=475)	2000 (N=288)	2003 (N=1,483)	2000 (N=807)
Job interesting	**56**	54	60	**62**	74	**76**
Talents well utilized	**80**	75	81	**82**	**87**	85
Training well utilized	**86**	84	**88**	82	85	85
Sense of accomplishment	**66**	61	**68**	66	**75**	74
Plan to reenlist	**61**	55	**69**	63	56	**68**

3S0X1

Job Satisfaction Indicators (AD) (Across Specialty Jobs)

	Special Programs IJ (N=59)	Readiness IJ (N=129)	MilPDS Cluster (N=473)	Personnel Employ-ment IJ (N=100)
Job interesting	75	79	61	69
Talents well utilized	88	89	80	88
Training well utilized	90	88	81	90
Sense of accomplishment	76	77	68	66
Plan to reenlist	**69**	60	59	61

3S0X1

	Reenlist-ment Counselor IJ (N=63)	Retirement & Separation Cluster (N=83)	Assignment Cluster (N=200)	Evaluation Cluster (N=124)
Job interesting	70	59	73	55
Talents well utilized	81	87	87	75
Training well utilized	91	89	84	85
Sense of accomplishment	65	75	75	66
Plan to reenlist	63	64	59	61

3S0X1

	Management & Supervision IJ (N=170)	BIMAA IJ (N=38)	Entry-level CSS IJ (N=73)	CSS IJ (N=716)
Job interesting	88	**95**	56	65
Talents well utilized	93	**98**	82	84
Training well utilized	88	**92**	85	89
Sense of accomplishment	85	**95**	66	70
Plan to reenlist	49	63	63	61

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	ANG/AFRC Personnel Programs Cluster (N=35)	Promotion IJ (N=90)	Customer Service IJ (N=132)	AFROTC Detach-ment IJ (N=33)
Job interesting	77	72	58	85
Talents well utilized	91	87	84	91
Training well utilized	91	88	87	60
Sense of accomplishment	74	69	64	91
Plan to reenlist	60	57	64	55

3S0X1

Predictive Retention Indicators

- Military lifestyle
- Pay and allowances
- Bonus or special pay
- Retirement benefits
- Military-related education/training opportunities
- Off-duty education and training opportunities
- Medical or dental care for active duty member
- Medical or dental care for family members
- Base housing
- Base services
- Childcare needs
- Spouse's career
- Civilian job opportunities
- Equal employment opportunities

- Number of PCS moves
- Location of present assignment
- Number/duration of TDYs or deployments
- Work schedule
- Additional duties
- Job security
- Enlisted Evaluation System
- Promotion opportunities
- Training/experience of unit personnel
- Unit manning
- Unit resources
- Unit readiness
- Recognition of efforts
- Esprit de corps/morale
- Leadership of immediate supervisor
- Senior Air Force leadership

Retention Dimensions
First-Term Airmen (N=710)

Planning to Reenlist (N=431)

	Percent Responding	Average
Medical or dental care for AD members	**64**	**2.54**
Off-duty education and training opportunities	59	2.60
Military-related education/training opportunities	59	2.45
Pay and allowances	**59**	**2.37**
Job security	**56**	**2.71**

Planning to Separate (N=272)

Military lifestyle	**63**	**2.25**
Pay and allowances	**51**	**2.19**
Recognition of efforts	**39**	**2.21**
Location of present assignment	35	2.49
Esprit de corps/morale	**31**	**2.36**

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence

3S0X1

Retention Dimensions
Second-Term Airmen (N=475)

Planning to Reenlist (N=329)

	Percent Responding	Average
Pay and allowances	63	2.50
Job security	61	2.70
Medical or dental care for AD members	60	2.63
Off-duty education and training opportunities	59	2.53
Military lifestyle	51	2.34

Planning to Separate (N=133)

Military lifestyle	56	2.31
Pay and allowances	43	2.37
Esprit de corps/morale	40	2.58
Leadership at unit level	38	2.71
Recognition of efforts	38	2.43

Scale: 1 = slight influence, 2 = moderate influence, 3 = strong influence

3S0X1

Summary of Results

- Career ladder progression typical
  - Highly technical at 3-skill level progressing to more managerial at 9-skill level and beyond
- Career ladder documents well-supported by survey data
  - STS and POI provide comprehensive coverage of work performed by career ladder
- Overall, job satisfaction indicators are good
  - Current survey had higher satisfaction indicators than comparative sample and previous survey

Way Ahead

- OSR Delivery Trip – Oct 03
- Utilization and Training Workshop (U&TW) – Oct 03 at Keesler AFB
- Next SKT rewrite (major) – Jun 04

Questions?

Visit our web site at:

https://www-r.omsq.af.mil/OA/oaproducts.htm

E-Mail: christine.garcia@randolph.af.mil

Sustaining the Combat Capability of America's Air Force

I n t e g r i t y - S e r v i c e - E x c e l l e n c e